



Re-Entry After Resignation

Section	Policy Number	Effective Date	Annual Review
Credentialing	CR-07	05/29/2024	05/29/2024

Policy Statement:

In the event a provider is no longer credentialed by Foresight and then wishes to be considered for re-entry to the panel of providers permitted to treat members, the following guidelines have been established to simplify the credentialing process for the provider.

Note: Except as required by law, Credentialing Leadership reserves the right to grant exceptions to this policy.

Related Policy or Procedure:

1. CR-03
2. CR-12

Definitions:

Voluntary Resignation - a provider who has voluntarily left Foresight (i.e. retirement, relocation).

Involuntary Separation - a provider who was dismissed from the active credentialed panel or who resigned to avoid termination on an adverse action.

Process:

Voluntary Resignation:

The provider notifies the plan Credentialing Staff, in writing or verbally, of the resignation.

There may be a minimum two-year waiting period before the provider may apply for re-entry to the panel.

For those providers who voluntarily resign and return within 30 days after their resignation and within their previous credentialing cycle, the two-year waiting period may be waived and they will be reinstated.

For those providers requesting to return more than 30 days after their resignation, they must be processed as a reinstatement in accordance with the current Foresight requirements and NCQA accreditation standards.

During this period, the provider will not be reimbursed for services rendered to Foresight client members that have not been pre-authorized.

Involuntary Separation (Also refer to Credentials Policy # CR-12):

Foresight notifies the provider directly that they may no longer treat members.

There will be a two-year waiting period before the provider may apply for re-entry to the panel.

Any requests for re-entry may be reviewed by the Credentialing Committee prior to completion of the credentialing process.

A provider meeting the criteria for re-entry to the panel will be credentialed as a new provider.

Temporary Leave of Absence/Sabbatical: Foresight

The provider must notify the Credentialing Staff of the leave of absence/sabbatical with the following information:

1. Leave date
2. Expected date of return
3. Reason for the leave

At the time of return, the provider must assure that all his/her certificates and recredentialing documentation is up to date prior to being reactivated (refer to Credentialing Policies # CR-03).



Review Reason	Comments	Reviewed By	Reviewed On	Approved By	Approved On
New Policy Format	N/A	Victoria Alvarez	11/19/2021	Credentials Committee	11/19/2021
Annual Review	N/A	Victoria Alvarez	11/16/2022	Credentials Committee	11/16/2022
Annual Review	N/A	Gwendolyn Mucino Martinez	11/29/2023	Credentials Committee	11/29/2023
New Policy Format	N/A	Gwendolyn Mucino Martinez, Jes Molina, and Ashleigh Fisher	05/24/2024	Credentials Committee	05/29/2024